

## **STEP 1**

### **TAKE THE FOLLOWING DOCUMENTS TO THE COURT FOR FILING**

- 1. COMPLAINT FOR DIVORCE (w/Exhibit A) – original and two copies**
- 2. AGREED PARENTING PLAN SIGNED BY BOTH PARTIES (copy ONLY)**
- 3. CERTIFICATE OF DIVORCE OR ANNULMENT**
- 4. SUMMONS**
- 5. GENERAL RESTRAINING ORDER**
- 6. UNIFORM CIVIL AFFIDAVIT OF INDIGENCY**
- 7. STATEMENT OF INCOME**
- 8. ORDER TO NO FEE PARENTING EDUCATION**
- 9. MONIES – \$47.50 litigation tax IF REQUIRED**

## **STEP 2**

**AFTER YOUR SPOUSE HAS BEEN SERVED AND THIRTY (30) DAYS  
HAVE ELAPSED AND YOUR SPOUSE HAS NOT FILED AN ANSWER,  
COMPLETE THE MOTION FOR DEFAULT AND NOTICE OF HEARING,  
MAIL TO SPOUSE BY CERTIFIED MAIL AT LEAST TEN (10) DAYS  
PRIOR TO THE HEARING DATE**

- 1. MOTION/NOTICE FOR DEFAULT JUDGMENT**
- 2. CERTIFIED RECEIPT**

### **STEP 3**

**TAKE THE DOCUMENTS LISTED BELOW TO COURT  
WITH YOU ON THE DATE OF YOUR FINAL HEARING**

- 1. SCRIPT**
- 2. FINAL DECREE AND JUDGMENT**  
**(Be sure the Judge signs this document, and it is filed with the Clerk's  
office. Obtain a certified copy and mail it to your spouse  
immediately)**
- 3. ORIGINAL PARENTING PLAN SIGNED BY BOTH PARTIES**
- 4. MAIL YOUR POSTCARD TO LEGAL AID INDICATING THAT YOU  
HAVE HAD YOUR FINAL HEARING AND THAT YOU ARE  
NOW DIVORCED.**